



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Planning and Budget Management Review Division 270 Washington Street, S. W. Room 608 Atlanta, Georgia 30334	Application Number	73-198-A
Application Number		Date Received	Date Completed
		MAY 8 1981	MAY 21 1981

2. Person to Contact William H. Roper	Working Title Division Director	Telephone Number 656-2191
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3. Action Requested

a. Establish Retention Schedule; record will continue to accumulate.

b. Dispose of present accumulation; no further accumulation anticipated.

c. Amend Application No. 73-198 Check One: Change; Supercede; Void

4. Dates of Series Earliest 1973	Latest Present	5. Records Series Title (followed by title used in office, if different) MANAGEMENT REVIEW REPORT FILES
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6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

7. Record Series Description This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: the data generated by Management Review personnel as they analyze and solve systems problems for agencies.

Included are: 1 copy of reports concerning individual management problems of various agencies/programs.

File is arranged: by year, in alphabetical order by department.

8. Monthly Reference Rate How often are records referred to which are:
One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;
twenty-five months and older _____?

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. See item 11 below. Some report information is confidential. (5 years to OPB personnel only)
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Affected agency has a copy.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Closed as above under Georgia Code 40-810c. May be opened with approval of agency head.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

Calendar Year; Fiscal Year; Other _____ then,

Hold in the current files area _____ month(s) 1 year(s); then

Transfer to local holding area; hold _____ year(s); then

Transfer to State Records Center; hold _____ year(s); then

Destroy.

Transfer to State Archives for permanent retention.

Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. W. Braselton (4/81)</i>	3/24/81	<i>J. W. Braselton (4/81)</i>	3/24/81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 73-198-A		State Records Committee (Signature)	
		State Auditor/Designee	Date
		Secretary of State/Designee	Date
Attorney General/Designee	Date		
		<i>Carroll Hart</i>	5-18-81
		<i>W. H. Hill</i>	5-4-81